

DPD 0426-59

cy 5 of 5

January 16, 1959

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STATOTHR

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Dear [redacted]

Attached is check No. 1956 dated 15 January 1959 made payable to you in the amount of \$293.43. This amount represents settlement of your travel claim for the period 18 November - 10 December 1958. A summary of the computation follows:

Allowable Expenses:

Per Diem	\$ 54.00
Transportation	804.35
Taxis	20.85
Telephone	.60
Car Rental	<u>13.63</u>
Total	\$893.43
Less Advances	<u>600.00</u>
Balance Due Traveler	<u>\$293.43</u>

Your claim for parking fees, totalling \$5.00, for your privately owned automobile has been disallowed. Parking fees are not allowable when traveler is reimbursed for mileage.

It is requested that future claims for mileage reimbursement reflect the beginning and ending speedometer readings for trips on official business involving the use of your privately owned vehicle. A certification should accompany your claim that mileage claimed does not include mileage incurred for personal business.

Please acknowledge receipt of this check by signing the second copy of this letter and return it in the self-addressed envelope.

Yours truly,

Doug

Attachment: h/w

Distribution:

0 & 1 - Addressee w/att 4 - Reading (Finance)
3 - Pers. File 5 - Chrono.

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ORIGINAL DOCUMENT MISSING PAGE(S):

Attachments missing